

# *Application Inventory Implementation and Migration Planning Team*

---

Project Initiative 8.  
Application Inventory and Consolidation

*December 9, 2004*



# Discussion Overview

## **Impetus for the study (House File 534):**

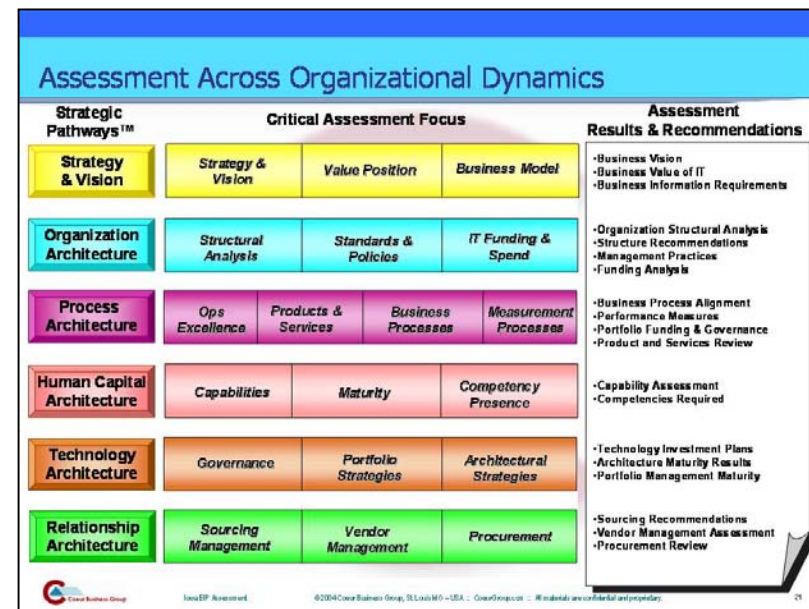
- The Legislature is looking for Value from Information Technology investments, to be more responsive, and cost effective by asking...
  - *How can investments in technology add maximum value to the State?*
  - *How can we increase cost effectiveness on a statewide basis?*
  - *How can we provide a greater focus on the core mission of the State?*
  - *How can we effectively manage scarce resources and improve service delivery?*
- An 'Impact Assessment' was conducted across a framework of three performance levels: Process, Technology, and Organization

# Organizational Assessment Model

## Identifying the State's IT Operations

- Value of IT to the State
- Increase Effectiveness
- Leverage Assets and Resources
- Define Maturity of Infrastructure
- Scorecards & Measures
- Generate and Capture Value
- Portfolio Management Capability
- Governance Methods/Processes
- Transformation Capabilities
- Collaboration & Innovation
- Credibility and Dependency

## Assessment Pathways





132 IT Employees  
20% Population  
Assessed

## Critical Success Factors



Common  
Executive  
Vision

## Best Practice Comparison



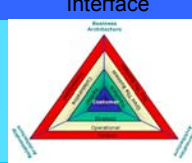
IT Productivity

## House File 534



4 Focus Mandates

## Client/Vendor Interface



CRM  
Capability

## Infrastructure Views



Infrastructure  
Patterns

Federal, Grants  
General Funds Flow

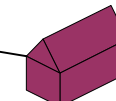
DOM  
CFO  
Validation

## Funding Assessment



Departmental Business  
Drivers/Barriers

Department  
Information  
Requirements



META Group  
Forrester  
Gartner  
Validation



Human  
Capital  
Mgt  
Research

State Peer Group  
Executive Reviews



Transformation  
Progress

Transformation  
Plan



Transformation  
Requirements

ID'd Savings  
Categories

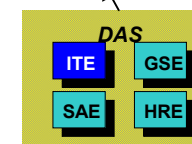


Client  
Engagement  
Database



IT Spend Patterns  
& Benchmarks

Project  
Manager

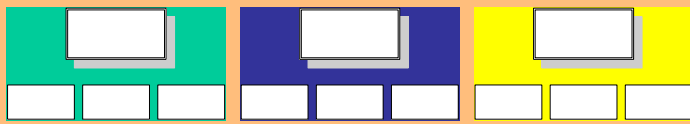


## Performance Measures

Process	Process Rate	Target	Actual	Rating	Notes
Application Services	100%	100%	100%	Green	
System Management	100%	100%	100%	Green	
System Performance	100%	100%	100%	Green	
System Security	100%	100%	100%	Green	
System Reliability	100%	100%	100%	Green	
System Capacity	100%	100%	100%	Green	
System Change Management	100%	100%	100%	Green	
System Configuration Management	100%	100%	100%	Green	
System Incident Management	100%	100%	100%	Green	
System Problem Management	100%	100%	100%	Green	

Program & Risk  
Assessment

## 3 Organizational Scenarios



## 4 Process Improvements

- Governance Process
- Architecture Process
- Procurement/Vendor Mgt.
- Enterprise Portfolio Mgt. And PMO

## 4 Cost Impact Programs

- Infrastructure Consolidation
- Data Center Consolidation
- Hardware Lifecycle
- Application Consolidation

Organizational  
Patterns

Operational  
Maturity

Architecture  
Utilization

Innovative Departmental  
IT Implementation

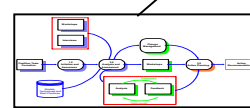
IT Credibility  
Dependency

Peer Transition  
Success/Barriers

PMBOK  
Benchmarks



50 State  
Departmental  
Research



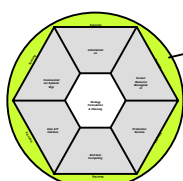
Project Process  
& Methods

IT Value  
Survey

Iowa Migration and Implementation



6 Architectures



CoBIT-ITIL  
Operational  
Assessment

Coeur Business Group

# Iowa Common Business Drivers

1. Security
  1. *User access*
  2. *Homeland Security*
  3. *Intrusion Detection*
2. Data Management
  1. *Integrity*
  2. *Accessibility*
  3. *Storage*
3. Regulatory
  1. *Compliance*
  2. *Federal /State Programs*
4. Cost Management
  1. *Effectiveness/Efficiencies*
  2. *Avoidance*
5. Service Delivery
  1. *Problem Management*
  2. *Change Management*
  3. *Service Level Agreements*
6. Business/Constituent Alignment
  1. *Funding Process*
  2. *Constituency Alignment*
  3. *Strategic Focus*

# Critical Performance Directives

- Critical performance directives (a “Common Executive Vision”) emerged from Senior Management interviews and workshops:
  - *Provide Reliability*
  - *Responsiveness and accessible information*
  - *Higher levels of communications to understand business requirements*
  - *Make it easy to do business with IT*
  - *Always be cost competitive*
  - *Invest in IT to improve my departments business*
  - *We require IT competence*
  - *IT must fulfill commitments made*

# Implementation and Migration Planning

## Key Recommendations

### Process Improvements

- *Technology Governance*
- *Statewide Enterprise Architecture Steering Committee*
- *Enterprise Portfolio Management Office*
- *Centralized Sourcing and Procurement*

### Program Initiatives

- *Leverage Common Statewide Infrastructure*
- *Data Center Consolidation*
- *Hardware Lifecycle Program*
- *Application Inventory and Consolidation*

# The Assignment

Transform the Strategic Initiative as defined by the Enterprise Infrastructure and Personnel (EIP) Assessment Final Report into activities for defining steps of implementation.

- *How can investments in technology add maximum value to the State?*
- *How can we increase cost effectiveness on a statewide basis?*
- *How can we provide a greater focus on the core mission of the State?*
- *How can we effectively manage scarce resources and improve service delivery?*



# Agenda

Project Launch Workshop December 7 <sup>th</sup>		
Time	Agenda Item	Assignment
1:30 – 1:45	introductions	Coeur Group
1:45 – 2:00	Presentation	All
2:00 – 2:15	Team Norms	Coeur Group
2:15 – 2:20	Team Chair	All
2:20 – 2:45	Team Mission	Chair – All
2:45 – 3:00	Break	All
3:00 – 4:15	Activity Workshop	All
4:15 – 4:30	Wrap up and Next Steps	Chair and Coeur Group

# Team Norms

- Act as colleagues
- Distribution List - Chair
- Spirit of brainstorming
- Spirit of inquiry
- Develop a deeper, broader sense of unity
- Stay on topic - Parking Lot Issues

# Team Chair

## Nominate/Select a Team Chair

1. Collaborate on weekly status report
2. Coordinate Team activities
3. Act as a spokesperson for the group
4. Liaison to Iowa Project Management (Wes Hunsberger)
5. Responsible for joint presentations

# Team Deliverables by January 11, 2005

- Conduct workshops
  - ➞ – *Thursday December 9 – launch project, including:*
    - Understand recommendation
    - Select team chair
    - Write team mission
    - Identify key activities required to implement the recommendation
    - Wrap-up with weekly progress message
  - *Thursday December 16 – "flesh out" activities, considering:*
    - Risk, impediments, event horizon, culture, implementation cost, etc.
  - *Tuesday December 21 – draft presentation package*
  - *Tuesday January 11 – complete presentation package*
- Develop key activities plan and framework for recommendations
- Create a presentation package for Governor Vilsack describing the recommended course of action

# The Recommendation

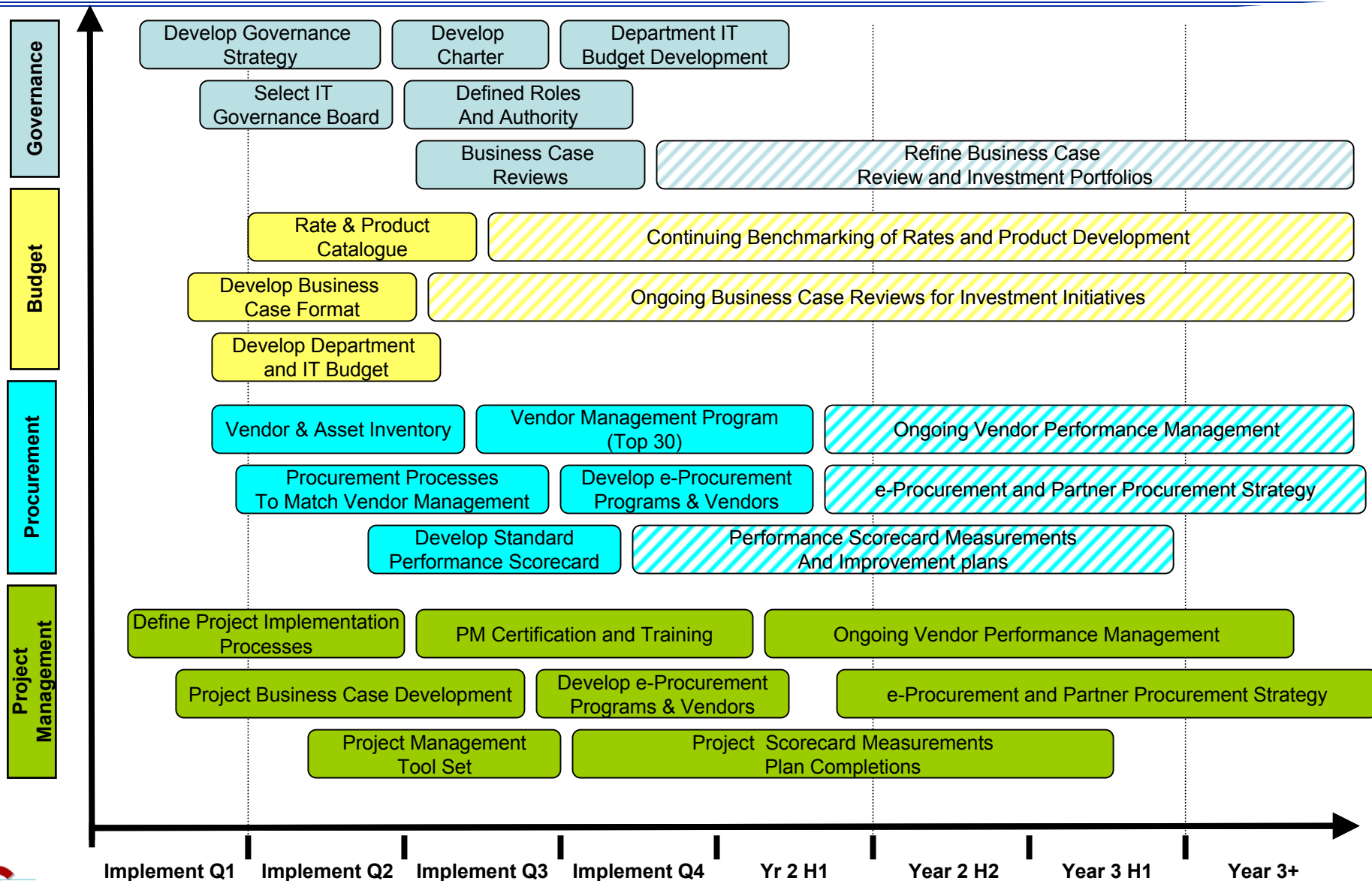
---



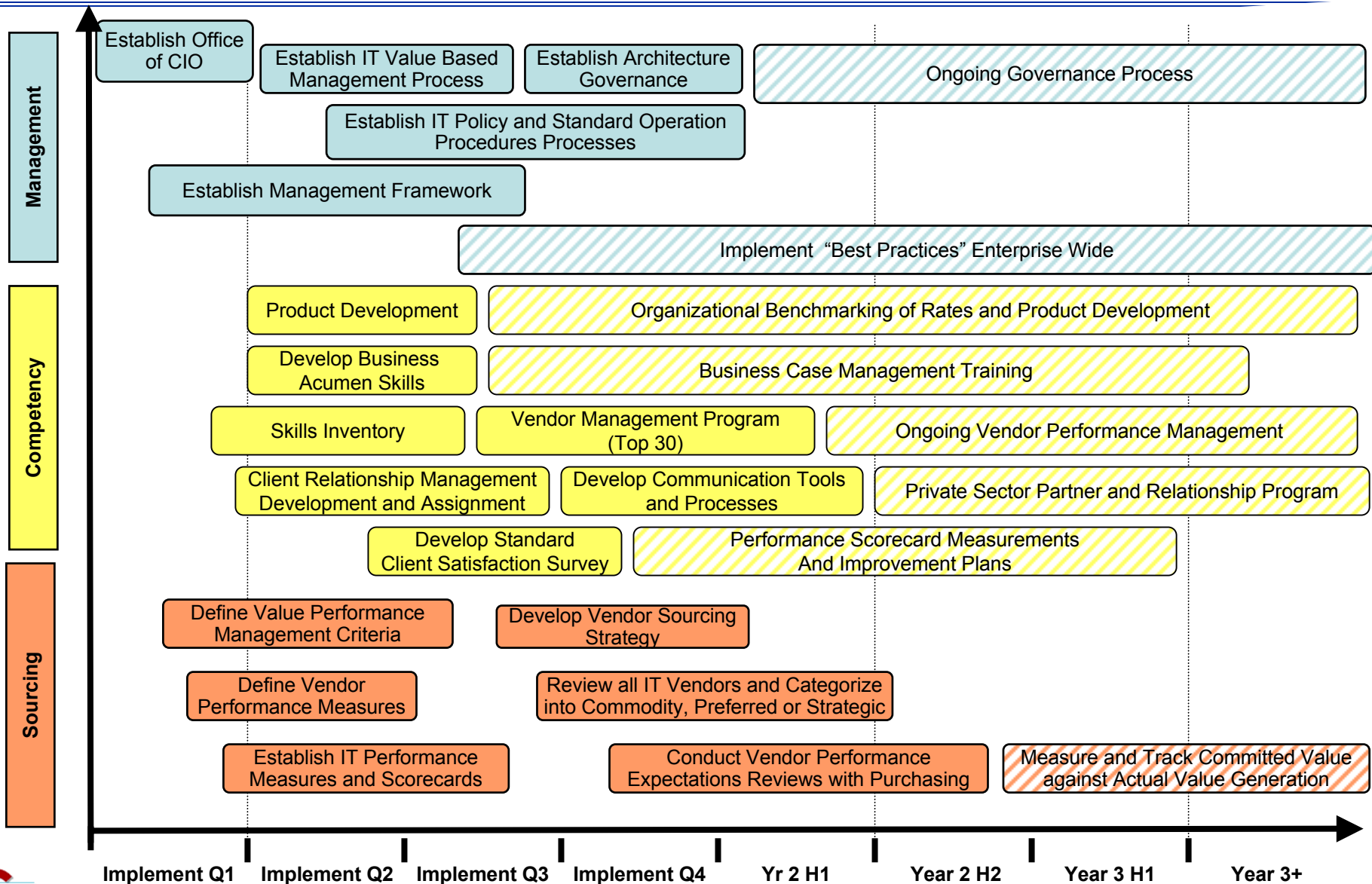
## Recommendation 8: Application Inventory

8. Establish a strategy for conducting and maintaining an enterprise application inventory; collecting information that will assist in the development of a consolidated enterprise application matrix, allowing for the creation of an enterprise application entity relationship diagram to be used in the planning and design for application consolidation in regards to intradepartmental and interdepartmental consolidation of applications. Reduction in duplication of resources. Reduced support cost of hardware, software, maintenance fees, license fees, management support.

# Process Transition Overview

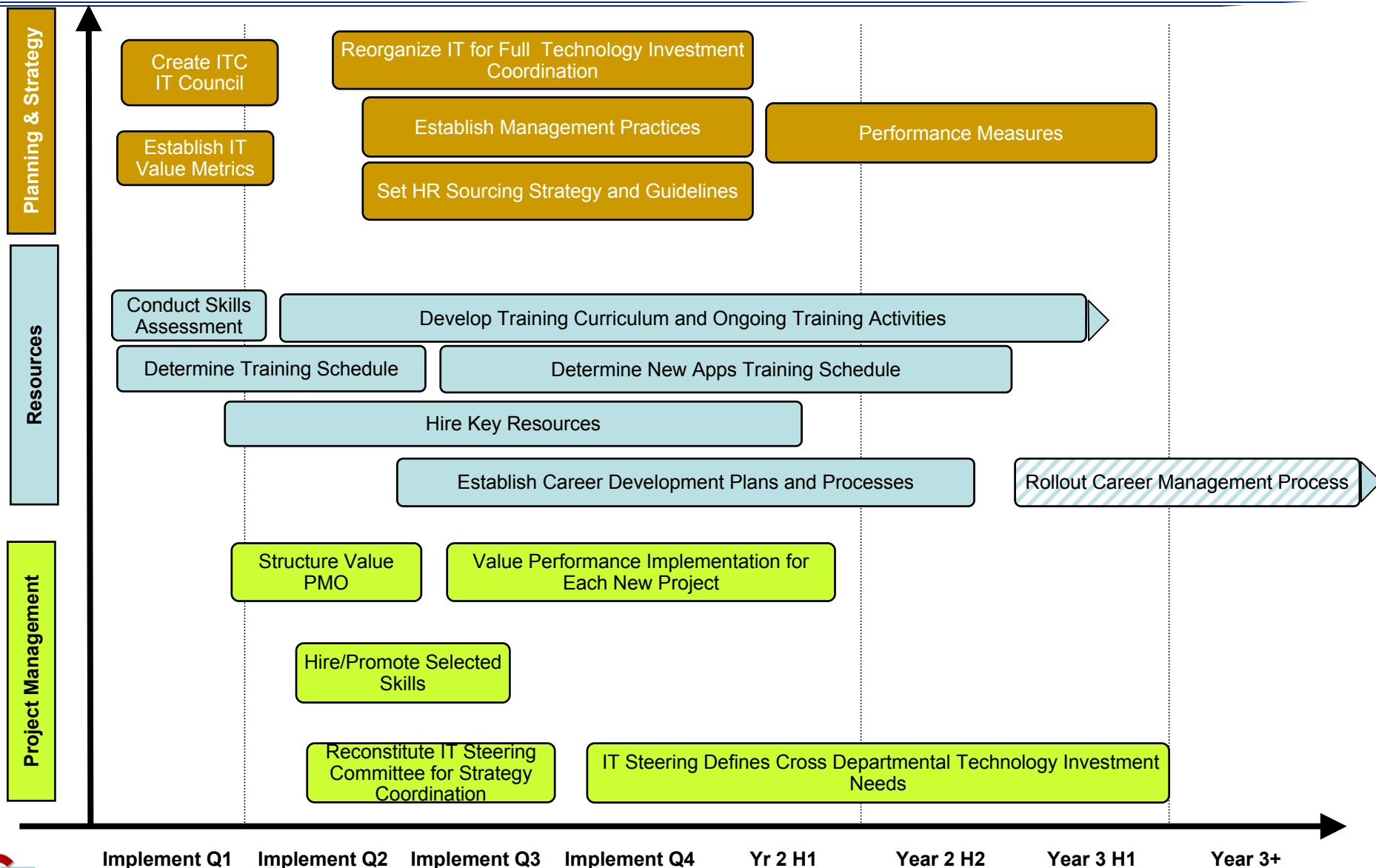


# Organization Transition Plan- Overview





# Organization Transition Plan- Overview



Implement Q1

Implement Q2

Implement Q3

Implement Q4

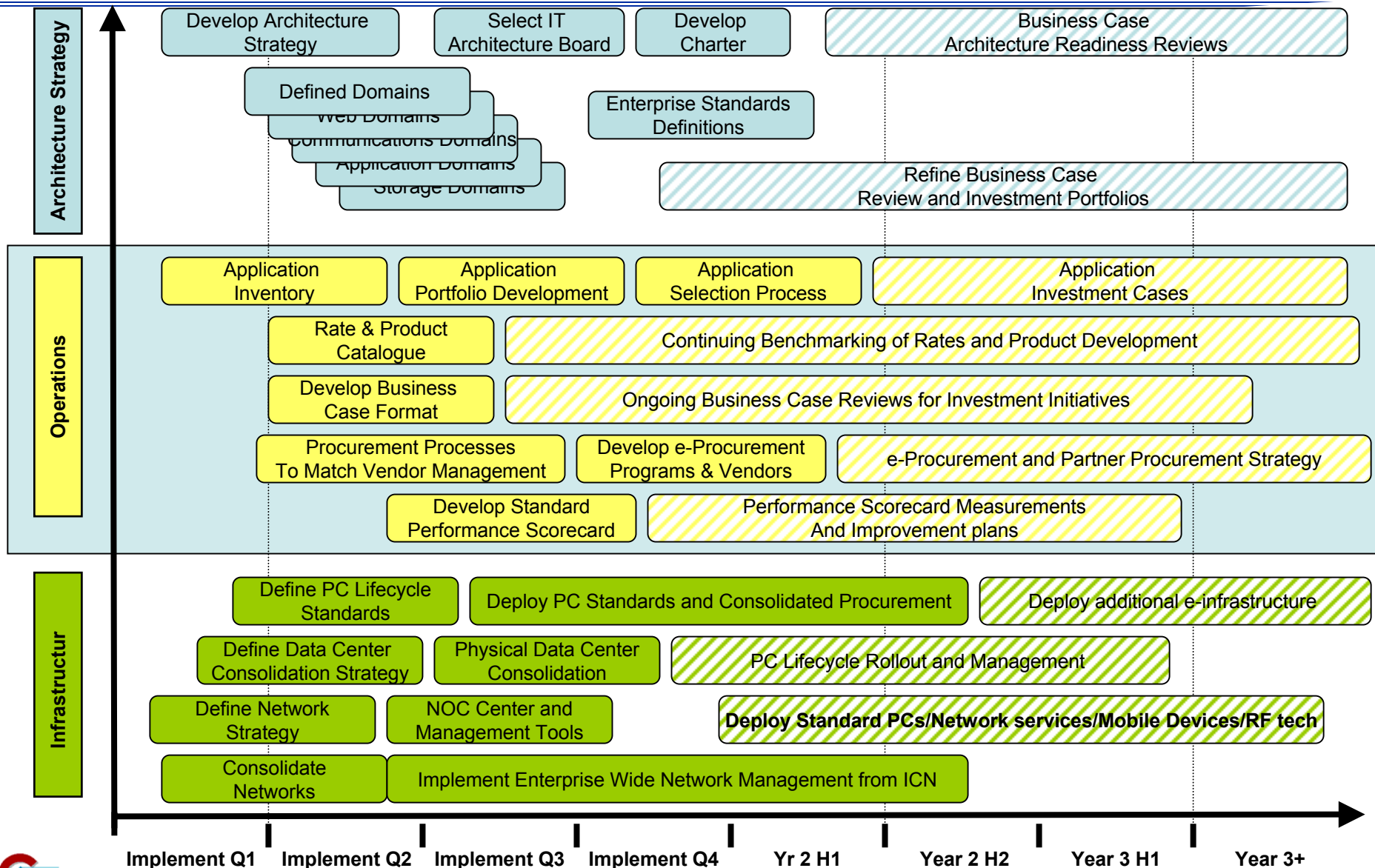
Yr 2 H1

Year 2 H2

Year 3 H1

Year 3+

# Technology Transition Plan- Overview



# Mission Statement

---

## Application Inventory



# Mission Statement

- **Instructions:**

- *Define what you should be/could be providing*
- *Specify to whom you should/could provide it*
- *State your potential value added contribution*

## Format

We supply \_\_\_\_\_ (what?)

To \_\_\_\_\_ (whom, customers. stakeholders?)

That \_\_\_\_\_ (results in what contribution?)

# Mission Statement

## Charter Statement - As Is

<b>We supply...</b>		<b>(what?)</b>
<b>To.....</b>		<b>(whom, customers. stakeholders?)</b>
<b>That.....</b>		<b>(results in what contribution?)</b>

**Is it believable?**

**Is it unique?**

**Is it defensible?**

# Sample Mission Statement

## **Application Inventory and Consolidation**

The Application transition implementation and migration project team will offer input and feedback in establishing a strategy for conducting and maintaining an enterprise application inventory, collecting information that will assist in the development of a consolidated enterprise application matrix, allowing for the creation of an enterprise application entity relationship diagram to be used in the planning and design for application consolidation in regards to intradepartmental and interdepartmental consolidation of applications. This will result in a reduction in duplication of resources, reduced support cost of hardware, software, maintenance fees, license fees, management support.

# Mission Statement

## **Application Inventory and Consolidation**

The Application Transition Implementation and Migration Project Team will determine the activities necessary to:

1. conduct and maintain an enterprise application inventory
2. collect information that will assist in the development of a consolidated enterprise application matrix
3. create an enterprise application entity relationship diagram

# Application Inventory Activities

---





# Key Groups / Activities

## Key Groups

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

## Key Activities

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

## Develop an Application Management Program:

A complete inventory of applications:

- o What (OS, processor, operating procedures, versioning, application tools)
- o Configurations
- o Licensing
- o Business requirements for life cycle plans
- o Contract/vendor information
- o Data storage needs
- o Traffic demands